

STATE OF VERMONT
DEPARTMENT OF BUILDINGS AND GENERAL SERVICES
PURCHASING AND CONTRACT ADMINISTRATION DIVISION
128 STATE STREET-DRAWER 33
MONTPELIER VT 05633-7501
www.bgs.state.vt.us/pca

May 12, 2000

PROPOSAL FOR CONTRACT

Environmentally Preferable Custodial Products

SCOPE OF CONTRACT: The State of Vermont is seeking contractor(s) to supply environmentally preferable and effective custodial products for and in compliance with the specifications for the State of Vermont, which support Environmentally Preferable Purchasing goals which include evaluating the impact of cleaning chemicals on worker health and the environment.

Environmentally Preferable Purchasing means “products and services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw material acquisition, production, manufacturing, packaging, distribution, re-use, operation, maintenance, or disposal of the product or service” (Presidential Executive Order 13101; US EPA; generally accepted by industry).

CONTRACT PERIOD: Initial two year term, to begin November 1, 2000, with an option for annual renewal for up to two additional one year terms based on mutually agreeable prices, terms and conditions. Prices are to remain firm during the initial term.

PRODUCTS: The following is the list of product categories the State of Vermont anticipates for this contract(s). Each product submitted must be identified as being for one of the following purposes:

Bowl cleaner	Carpet shampoo	Bathroom cleaner
All-purpose cleaner	Liquid hand soap	Spotter/solvent
Deodorizer	Floor finish	Glass/window cleaner
Enzymatic cleaner/digester	Disinfectant	Neutral cleaner
Degreaser/cleaner	Floor stripper	Graffiti remover
Wood floor wax/cleaner	Chrome polish/cleaner	Furniture polish
Brass polish/cleaner	Lime & scale remover	

It is desirable that vendors be able to supply a large proportion of products listed above meeting State of Vermont environmental and health specifications. If a single product is submitted for use for more than one of the above purposes, then all appropriate purposes should be listed on the Automated Manufacturers Product Assessment Tool (MPAT), and one MPAT will suffice for the product. However, if the dilution rate is different for the different purpose(s), then more than one MPAT is required. Dilution rate and purpose must be clearly stated or defined.

The State of Vermont is requesting full disclosure of **all** contents in the products. Failure to disclose, or if misleading information is supplied, may result in loss of opportunity for a vendor to be involved in State of Vermont contracts.

BIDDER_____

BID RESPONSE: Completion of this bid package requires information of a technical nature and will require collaboration between the vendor and the manufacturer, and it is recommended that a chemist review all the information supplied to the State of Vermont for accuracy and truthfulness. State of Vermont reserves the right to require additional information, documentation, results of test, etc., to support information provided by vendor/manufacturer.

Bidders are required to submit an original and two (2) copies of their bid submission.

QUANTITY: Purchases are estimated to be in the vicinity of \$20,000.00 annually for Vermont State Agencies alone, based on past usage and prices paid. It is assumed that through training, servicing, and marketing efforts by the contractor(s) to State of Vermont agencies, the use and volume of the contract(s) will increase. The State of Vermont reserves the right to make purchases only to the extent of actual needs.

ATTACHMENTS: Please find enclosed the following materials:

Automated Manufacturers Product Assessment Tool (MPAT) (will need to be reproduced by vendor for each product being quoted/MS Excel-available via diskette)
Quotation Form,
Additional Information Form
Customary State Contract Provisions dated June 12, 1996,
Terms and Conditions dated June 11, 1998,
Political Subdivision Questionnaire,
Sealed Bid Instructions,
Custodial Product Evaluation Form (sample for vendor information only/do not return with bid)

PRICING: Prices are to be quoted on the enclosed "Quotation Form"(reproduce as needed). Vendor may bid more than one item for each product type or more than one line of products. All required information is to be complete for all products bid. Prices quoted must include the cost per quart of usable product.

DELIVERY: Shipments shall be securely and properly packed according to accepted commercial practice. Deliveries that do not conform to the specifications or are not in good condition upon receipt shall be replaced promptly by the contractor. Delivery is required within two days of receipt of order.

TRANSPORTATION CHARGES : The price or prices quoted shall include all transportation charges fully prepaid (F.O.B. delivered). Specify if transportation charges are not included, i.e., "orders totaling less than \$100.00 will have the delivery charges prepaid and added to the invoice."

INFORMATIONAL QUESTIONNAIRE: Bidders are asked to make any resulting contract available to the Political Subdivisions (towns and schools) and Independent Colleges at the same discount and terms. In addition, it is desirable to extend this contract(s) to maintenance service vendors under contract with the State of Vermont.

METHOD OF ORDERING: Contract release orders will be used.

TRAINING AND OTHER PERTINENT INFORMATION: Effective and on-going training is believed to be an integral part of the success of environmentally preferable products. Bidders are required to provide written information to explain their program for quality training in use of products and dispensing systems offered. Include level of training provided, experience and names of staff members to provide training, frequency of re-training and follow-up visits to user-locations. This includes providing a telephone number for technical assistance. An Additional Information form is provided for this purpose.

All bids must include Material Safety Data Sheets (MSDS) for all products quoted. MSDS sheets must also be provided for disclosure to all delivery locations at the time of award. All products must be prominently and clearly labeled, including dilution rate, instructions for proper use and personal protective requirements, and disposal.

BIDDER_____

ADDITIONAL ENVIRONMENTAL ATTRIBUTES : Bidders are urged to identify any other attributes of the product, system, their company, the manufacturer, distribution, etc., that may contribute to the environmental preferability of the products.

PRODUCT EFFECTIVENESS TESTING: Vendors meeting all initial requirements of bid, including acceptable product assessment results on the MPAT, may be asked to provide products free-of-charge for a test of performance. The State of Vermont will request samples from the supplier appropriate to the application. Custodians will test products on the job under supervision and evaluate/rank product performance. This test procedure may include some Vermont Public Schools as test sites. Vendor/manufacturer representative is required to deliver, set-up, install and train for testing of their products. It is expected that the vendor will re-visit/follow-up with testing supervisors as needed or as requested to address issues. MSDS must be provided for all products at all test locations. A sample Custodial Product Evaluation Form is enclosed.

LOAN OF DISPENSING EQUIPMENT: Dispensing systems are to be provided free of additional charge. Describe equipment to be provided, dilution method, plan and frequency for replacement of dilution-regulating nozzles, mixing system, containers, concentration/dilution rate, ready-to-use availability for low use locations. All systems will be replaced or repaired at contractor's expense.

SERVICE: Customer service is expected and required as part of this contract(s). Contractor or manufacturer representatives are expected to be trained and experienced in the products and their use, and to be available for prompt response (phone call returned within four hours and a site visit within 24 hours of request) to address issues. Service is to include scheduled stop-ins at user locations at a frequency prearranged between contractor representative and location supervisor to assist in training, answer questions, resolve issues, etc.

CRITERION: Environmental assessment and material data safety sheets (MSDS) must be provided for all quoted items to be considered. The State of Vermont is requesting that bidders be prepared to provide a free trial for quoted product types at several State of Vermont locations.

EVALUATION COMMITTEE: A committee representing various State of Vermont agencies and the Purchasing Division will make the selection of a vendor(s). The combined experience of the committee will be used to determine which bid(s) best meets the needs of the State of Vermont. The committee may consult with other persons as necessary.

BASIS OF AWARD: The award will be based on the overall best value including proposed alternatives, that meets all the other terms and conditions of this bid request. A committee representing various State of Vermont Agencies including the Purchasing Division will make selection of a vendor(s). Criteria for award include: health and environmental impact; efficacy of product; ability to provide on-going training and service; past performance; ability to manage service, reporting and invoicing for a large number of State locations; prompt delivery; responsiveness; courtesy; pricing; multi-lingual training material. Contracts may be awarded to more than one vendor.

BIDDER _____